

# THE CITY OF LINCOLN, NEBRASKA

## DIRECTOR OF PUBLIC WORKS AND UTILITIES



Salary: *DOQ*  
Salary Range: \$52,000 – \$123,201

EOE/AA

A competitive benefit package  
applies to this position.

## **DIRECTOR OF PUBLIC WORKS AND UTILITIES**

**This is broad administrative and professional engineering work directing all activities of the Public Works and Utilities Department.**

Work Involves responsibility for organizing, directing and coordinating the activities of the divisions comprising the department. The Director is responsible for determining major departmental policies; planning long-term programs; and making difficult technical decisions. The Director delegates considerable authority for the performance of technical and administrative activities to division supervisors and other technical and professional subordinates. The major emphasis in the work is overall policy determination, administration, direction and coordination. Overall direction is carried out through subordinate division supervisors and other professional and technical subordinates. Work is reviewed by the Mayor in the form of results and achievement of goals and objectives.

### **SPECIFIC JOB FUNCTIONS**

- Confers with and advises division heads on problems relating to the design, construction and maintenance of Public Works and Utilities facilities.
- Directs and participates in long range planning; reviews analysis of statistics on past loads, growth and trends; prepares long range projections and determines if expansion of facilities is needed; develops cost of proposed requirements; analyzes data to determine ability to finance projects.
- Analyzes annual budget requests from appropriate divisions of Public Works and Utilities; prepares and presents annual budget to appropriate authorities.
- Maintains contacts with assigned divisions to determine changes needed and problems in current policies and procedures; formulates policies and procedures which will enable assigned divisions to carry out stated objectives.
- Provides technical advice to the Mayor, City Council and other City departments concerning Public Works and Utilities expansion programs and operating problems; confers with representatives of federal, state and county agencies on varied public works problems and engineering activities.
- Reviews, approves, or disapproves all promotions, merit increases, salary increases, or varied disciplinary actions such as suspension or dismissal as recommended by subordinate supervisory personnel; reviews and approves payrolls, major purchases and other personnel and financial activities.

## **REQUIREMENTS**

- Extensive knowledge of the modern principles and practices of administration as applied to the design, construction and maintenance of public works and utilities facilities.
- Extensive knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works and utilities.
- Thorough knowledge of the materials, methods, and techniques utilized in the construction, maintenance and operation of public works and utilities projects.
- Thorough knowledge of the principles and practices of public administration.
- Ability to organize, direct and coordinate the activities of all divisions of Public Works and Utilities.
- Ability to develop both long-term plans and programs, make major policy decisions as well as solving complex technical and administrative problems.
- Ability to establish and maintain satisfactory relationships with City officials, other governmental officials, employees, the news media and the general public.
- Ability to express ideas and technical subjects clearly in an interesting manner to lay groups and the general public.

## **QUALIFICATIONS**

- Graduation from an accredited four-year college or university with major course work in civil engineering plus at least 6 years administrative and professional engineering experience in the direction of municipal public works and utilities programs. Registration as a professional engineer with proficiency in civil engineering.

## **DESIRED EDUCATION/EXPERIENCE**

- Graduation from an accredited four-year college or university with major course work in civil engineering; plus at least 10 years administrative and professional engineering experience in the direction of municipal public works and utilities programs. Registration as a professional engineer with proficiency in civil engineering.

## HOW TO APPLY

Applicants must submit a completed City of Lincoln/Lancaster County application and supplemental questionnaire response to:

City/County Personnel Dept.  
County-City Building  
555 S. 10th Street  
Lincoln, NE 68508

online: [www.lincoln.ne.gov](http://www.lincoln.ne.gov) (Keyword: jobs)  
(402) 441-7596 (Voice Mail)  
email: [jobs@lincoln.ne.gov](mailto:jobs@lincoln.ne.gov)

## CLOSING DATE

All applications and supplemental questionnaires must be returned or postmarked on or before **February 11, 2005**.

\* Resumés are not a substitute for the application but may be forwarded to [bboggs@lincoln.ne.gov](mailto:bboggs@lincoln.ne.gov).

## SELECTION PROCESS

This position is a Mayoral appointment with City Council confirmation. Public Works and Utility projects can be viewed at [www.lincoln.ne.gov/city/pworks](http://www.lincoln.ne.gov/city/pworks)

The competitive process will include:

- Applicants evidencing the strongest backgrounds related to the responsibilities of the position will be invited to Lincoln for a formal interview with a broad group of people.

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## ***LINCOLN and LANCASTER COUNTY, NEBRASKA***

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Lincoln, the thriving capital city of Nebraska, is seeking a motivated visionary leader to foster and guide our community's growth while protecting existing neighborhoods and our much loved high quality of life.

This city department oversees public works and utilities in an area of 79.61 square miles for a growing city of 235,594. The department's operating budget is \$85M; \$114M CIP with 577 FTE's. Lincoln currently has 2,791 lane miles of streets, and 25,196 street lights. The total city-county population is 260,995. Lincoln has city-owned electric, water and sewer services. The Water Department has 72,260 consumers and an average daily consumption of 37,519,959 gallons flowing through 1,104 miles of water mains. The sanitary sewer has 70,651 consumers and 909 miles of wastewater mains. The public works and utilities department also oversees nearly 1,700 miles of sidewalk and operates the only mass transit carrier in Lincoln, StarTran. The StarTran bus fleet is wheelchair accessible, consists of 60 buses and 9 Handi-Vans, and operates 21 weekday fixed-routes with an abbreviated Saturday schedule.

The City of Lincoln has earned a AAA Bond Rating by Moody.

Lancaster County outside Lincoln is largely agricultural, with nearly a dozen small towns. Lincoln and Lancaster County are among the fastest growing non-Sun Belt communities in the U.S. The city is home to the University of Nebraska-Lincoln's flagship campus, and has a single school district. Lincoln is a unified community with no separately incorporated suburbs, a strong downtown, flourishing economic development, and a remarkably low crime rate.

Lincoln-Lancaster County has much to offer:

- State Capital City
- many unique cultural opportunities
- affordable housing
- an unemployment rate below the national average
- Midwestern work ethic
- excellent student/teacher ratio
- 30,000 college students on seven campuses
- growing cultural diversity
- rolling farmlands
- tree-lined boulevards
- 80 miles of scenic bike trails
- one of the highest per-capita cultural resource ratings in the nation
- 106 parks, sunken gardens and playgrounds which cover nearly 6,000 acres
- many active neighborhood associations
- community pride and ownership
- historic sites
- nearly 200 houses of worship
- nationally ranked sports events

Lincoln has a Mayor-Council form of government. Lancaster County is governed by a Board of Commissioners. As a popular center of retail and wholesale trade, the city and county are now home to manufacturing plants which produce boxes, electronic equipment, foodstuffs, rubber products, motorcycles, machine tools, pharmaceuticals and machinery.

## WEBSITES

[www.lcoc.com](http://www.lcoc.com)

*Lincoln Chamber of Commerce*

[www.lincoln.ne.gov](http://www.lincoln.ne.gov)

*City of Lincoln/Lancaster County*

[www.lps.com](http://www.lps.com)

*Lincoln Public Schools*

[www.journalstar.com](http://www.journalstar.com)

*Lincoln Journal Star*

[www.lincoln.ne.gov/city/pworks](http://www.lincoln.ne.gov/city/pworks)

City of Lincoln

Department of Public Works & Utilities

<http://www.visitnebraska.org/myplanner/city.asp?city=Lincoln>

Nebraska Tourism Office

<http://www.unl.edu/unlpub/visit.shtml>

University of Nebraska-Lincoln

Visit

